

The Glen Cove Community Development Agency held its regularly scheduled business meeting on Tuesday, February 13, 2018 in the 2nd floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:07 p.m. and the following members were present:

Timothy Tenke, Chairman
Vincent Hartley
Lindsay Anderson
Anthony Jimenez
Gaitley Stevenson-Mathews
Luis Vasquez
D. Willis

Also Present:
A. Fangmann, Executive Director
C. Byrne, Secretary
A. LaMorte, CFO/Assistant Secretary

The Secretary reported that the notice of meeting was served in accordance with the CDA by laws.

MINUTES:

Chairman Tenke made a motion to adopt the minutes of the CDA meeting held January 9, 2018 and asked for a second. The motion was seconded by Vincent Hartley. Motion carried as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE

EXECUTIVE DIRECTOR'S REPORT:

The Executive Director, Ms. Ann Fangmann, provided the attendees with a detailed update on grants and projects being administered by the Agency.

UNFINISHED BUSINESS:

Chairman Tenke advised the members that the Governance Committee met on January 23rd and reviewed the annual board performance evaluation and performance measurement report for the CDA. The Governance Committee reviewed the report with the board (which was included in the board member packets).

The resume of Stephanie Goodson was included in the board member packets. Ann Fangmann provided the board with background on the recruitment process, explaining that Ms. Goodson is replacing a vacancy for a part-time clerk in the Section 8 Housing Choice Voucher Program department.

NEW BUSINESS:

Ann Fangmann provided the board members with an overview of the process and the timeline for submission of the application to Nassau County.

Chairman Tenke asked Ann Fangmann to provide the members with an overview of the heat system issues at the Glen Cove Senior Center. She explained that CDBG funding was secured to hire a consultant to analyze the system which did occur. H2M soft costs to analyze the system, prepare design/construction documents, bid support, conduct final inspection, construction observation and reimbursable expenses (as outlined in the proposal distributed to the board members) is not to exceed \$46,640.00. CDA confirmed with Nassau County that the CDBG funding can be used for the engineering and inspection costs.

RESOLUTIONS:

Chairman Tenke made a motion to adopt resolution 7(a) and asked for a second:

7a) Authorizing submission of the agency's annual accomplishments and summary of board performance to the ABO.

The motion to adopt CDA resolution 7(a) was seconded by Vincent Hartley. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE

Chairman Tenke made a motion to adopt resolution 7(b) and asked for a second:

7b) Authorizing the hiring of Stephanie Goodson as part-time clerk in Section 8 Housing Choice Voucher Program at a salary of \$13.00 per hour, up to 20 hours per week, effective 1/29/18 (subject to a 180 day probation period).

The motion to adopt CDA resolution 7(b) was seconded by Luis Vasquez. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE

Chairman Tenke made a motion to adopt resolution 7(c) and asked for a second:

7c) Authorizing the Chairman and/or Executive Director to execute a proposal from H2M for engineering services in the amount not to exceed \$46,640.00 to prepare design/construction documents, bid support, final inspection, construction observation and reimbursable expenses for the Glen Cove Senior Center Heating System Upgrades.

The motion to adopt CDA resolution 7(c) was seconded by Luis Vasquez. Motion carried by a roll call of the CDA members as follows:

<u>CDA MEMBERS</u>	<u>VOTING</u>
Timothy Tenke , Chairman	AYE
Vincent Hartley	AYE
Lindsay Anderson	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Luis Vasquez	AYE
Danielle Willis	AYE

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Vincent Hartley. Motion carried and the meeting was adjourned at 6:30 p.m.

Respectfully Submitted,

Camille Byrne, Secretary-CDA